



Rachel Marie
Events

WEDDING COORDINATOR

2020 & 2021 Pricing Guide





Let me tell you a little about myself and my work. I started my business in August of 2019 but I've been planning weddings since 2015. My primary goal is to streamline the wedding planning process for you and make it less stressful. I've done weddings with a big budget and weddings with a tiny budget, I have experience with budget management, so I can help keep you on track money wise. I have planned a wedding that was up a mountain and the closest convenience store was 45 minutes away and I have planned a wedding that took place in a swamp and was 100 degrees outside. I have experience with both the easy and the hard versions of weddings and I hope that I can help show you what I can do for you and your fiance.

Let's Start Planning!

xoxo,
Rachel

Lets talk about how this works

1. INITIAL CONSULTATION

THIS IS WHEN WE WILL HAVE A PHONE CALL OR MEET IN PERSON TO DISCUSS WHAT YOU NEED IN A PLANNER AND WHAT YOUR EXPECTATIONS ARE. WE WILL ALSO GO OVER YOUR WEDDING VISION AND TALK DESIGN. BASED ON THESE CONVERSATIONS I WILL DRAW UP A QUOTE FROM THE SERVICES YOU WILL NEED.

2. CONTRACT

AFTER YOU AGREE TO THE QUOTE, I WILL DRAW UP A CONTACT AND SEND IT OVER TO YOU. THE CONTRACT WILL INCLUDE PAYMENTS PLANS AND WHAT TO DO IF YOUR WEDDING GETS CANCELED OR BY A FORCE OF NATURE CANNOT HAPPEN.

3. PLANNING STAGES

BASED ON WHAT PLANNING PACKAGE YOU CHOSE, WE WILL BEGIN THE INITIAL PLANNING FOR YOUR EVENT. TALK ABOUT OTHER VENDORS, TALK DESIGN AND SET UP MONTHLY CHECK-IN'S TO MAKE SURE THAT YOU ARE WHERE YOU ARE SUPPOSED TO BE DURING THE PLANNING

4. EVENT DAY

IT IS NOW TIME FOR YOU TO SIT BACK AND LET ME DO ALL THE WORK. WHILE YOU ARE BEING PAMPERED AND SPENDING TIME WITH YOUR LOVED ONES. MY TEAM AND I WILL BE SETTING UP YOUR EVENT. WE WILL MANAGE THE VENDORS WHO COME TO SET UP AS WELL AS HELP GUESTS GET TO THE CORRECT PLACES.



Packages



CHOOSE A SEAT

EITHER SIDE

you're loved by both

the Groom

& Bride

Day-of Coordination

\$1,500

Unlimited email support access to your planner from the signing of your contract

Access to your online Aisle Planner dashboard from the signing of your contract

Planner to serve as vendor liaison on behalf of the couple beginning 30 days out from wedding date. All final numbers & communication will be submitted by the planner

Checklist with planner check-in reminders of to-do's via email and Aisle Planner throughout the planning process

1 venue walkthrough at ceremony & reception site with planner

Wedding management to include creation, sharing and updating your wedding diagrams. Final updates to be made once final numbers determined as well.

Wedding master timeline created by planner with personalized timeline for each vendor. Timeline review meeting via phone, in-person or video. Includes: scheduling assistance for hair/makeup, transportation and overall wedding timeline. Timeline sent to each vendor 6 weeks out from wedding day and individual timelines sent out 2 weeks from wedding date

VIP bridal party coordination email & timeline for all bridal party members and sharing of planners contact information

Wedding ceremony rehearsal attendance & execution by lead planner

Day of Coordination to include 2 wedding planners for up to 12 hours of service

Partial Planning \$3,000

Unlimited email support access to your planner from the signing of your contract

Access to your online Aisle Planner dashboard from the signing of your contract

Planner to serve as vendor liaison on behalf of couple beginning 90 days out from wedding date. All final numbers & communication will be submitted by the planner

Up to 3 vendor recommendations + booking assistance and contract review

Attendance to menu tasting with venue or caterer to provide insight and take notes

6 General, 1-hour wedding planning meetings to use throughout the planning process

Checklist with planner check-in reminders of to-do's via email and Aisle Planner throughout the planning process

1 venue walkthrough at ceremony & reception site with planner (in addition to 6 general planning meetings)

Design elements inside your design studio uploaded with comments from your planner
*note: this is not a full design plan.

Wedding management to include creation, sharing and updating your wedding diagrams. Final updates to be made once final numbers determined as well.

Wedding master timeline created by planner with personalized timeline for each vendor. Timeline review meeting via phone, in-person or video.

Includes: scheduling assistance for hair/makeup, transportation and overall wedding timeline. Timeline sent to each vendor 6 weeks out from wedding day and individual timelines sent out 2 weeks from wedding date

VIP bridal party coordination email & timeline for all bridal party members and sharing of planners contact information

Wedding ceremony rehearsal attendance & execution by lead planner

Day of Coordination to include 2 wedding planners for up to 12 hours of service

Full Planning \$5,000

Unlimited email support access to your planner from the signing of your wedding contract

Access to your online Aisle Planner dashboard from the signing of your contract

All vendor recommendations, setup of vendor meetings + booking assistance and contract review for any category needed and planner to act as vendor liaison for entirety of planning.

General wedding meetings as needed during planning process- no limit

Attendance to all initial vendor meetings with summary of meeting notes, except officiant meetings, unless officiant and couple request

Attendance to menu tasting with venue or caterer to provide insight and take notes

Checklist with planner check-in reminders of to-do's via email and Aisle Planner throughout the planning process

Venue walkthrough at ceremony & reception site

Invitation coordination (assembly & RSVP tracking in Aisle Planner)

Wedding Design Package to include recommended color palette for your wedding, design inspiration board with comments/links to purchase items in aisle planner design studio, assistance with wedding day linens and place settings

Wedding management to include creation, sharing and updating your wedding diagrams. Final updates to be made once final numbers determined as well.

Wedding master timeline created by planner with personalized timeline for each vendor. Timeline review meeting via phone, in-person or video.

Includes: scheduling assistance for hair/makeup, transportation and overall wedding timeline. Timeline sent to each vendor 6 weeks out from wedding day and individual timelines sent out 2 weeks from wedding date

Wedding ceremony rehearsal attendance & execution by lead planner

Wedding Day Coordination to include: Day of Coordination with 2 planners for up to 15 hours